

Shelby County Board of Education

0004

Issued Date: 08/26/10

Revised: 05/26/15, 12/06/16

BOARD OFFICERS AND DUTIES

I. PURPOSE

To define the duties of Board officers.

II. SCOPE

This policy applies to the offices of Chair, Vice Chair, and Secretary.

III. POLICY STATEMENT

Statutory Duties and Responsibilities

The duties assigned by state law and/or regulations include the following:

Duties of the Chair:

1. Preside at all meetings of the board;
2. Appoint committees authorized by the board;
3. Serve as chair of the executive committee; and
4. Countersign all warrants authorized by the board of education and issued by the superintendent for all expenditures of the school system.

Board Prescribed Duties and Responsibilities

In addition to the duties prescribed by state law and/or regulations, the Board Chair shall exercise such powers as properly pertain to the office. In carrying out these responsibilities under each identified area, the Chair shall:

1. Regular School Board and Special Call Meetings

- Coordinate the preparation of the Board meeting agenda;
- Call special meetings of the Board when necessary; and
- Be responsible for the orderly conduct of Board Meetings.

2. School Board Committees

- Appoint and disband committees as provided by policy *0024 Board Committees*.

3. School Board Workshops

- Ensure that workshops are regularly scheduled and designed to strategically drive the districts reform agenda and strategic goals, including but not limited to, Board Priorities Workshops in accordance with policy *2001 Annual Operating Budget*.

4. Business Systems Review Conferences

- Ensure that business systems review conferences are scheduled as provided in the *0027 Board Governance – Business Systems Review* policy or when deemed necessary for system integrity and results.

5. Constituent Services

- Ensure that the Board monitors the policy on constituent services as provided in policy *0025 Constituent Services* for the effectiveness of its protocols and in order to improve district performance when necessary.

6. Core Beliefs and Commitments, *Theory of Action* and Reform Policies

- Ensure that the Board addresses how to establish mechanisms for communicating, monitoring and evaluating the effectiveness of the district's core beliefs and commitments, theory of action and reform policies on a regular basis.

Additionally, the Chair shall:

1. Confer with the Superintendent on crucial matters which may occur between Board meetings and subsequently inform the Board; and

2. Bring before the Board such matters that may require the attention of the Board. ¹

The Board may assign to the Chair additional duties and responsibilities not contained in this policy or within the prescribed state laws and/or regulations.

Duties of the Vice-Chair:

In the absence of the chair, the vice-chair presides at the meeting and shall have all the powers of the chair other than signing warrants and payroll checks.

If the chair and vice-chair are absent at a meeting at which a quorum is present, the ranking member present in terms of continuous service on the board shall preside.

In the event of death or incapacity of the chair, an election will be held to select a new chair. The vice-chair shall assume all duties during the interim.

Duties of the Secretary:

The Superintendent, as the executive officer of the Board, shall serve as secretary to the Board. He/she shall:

1. Provide adequate notice of all board meetings;
2. Prepare the agenda; and
3. Keep or cause to be kept, complete and accurate minutes of all meetings of the Board

He/she has the right to advise on any question under consideration but has no vote.

Additionally, the Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with the Superintendent.

IV. RESPONSIBILITY

A. All officers are responsible for performing their required duties.

¹These responsibilities do not limit other Board members from communicating with the Superintendent or other elected officials or bringing matters before the entire Board and/or a Board committee as provided by board policy.

Legal References:

1. TCA 49-2-113
2. TCA 49-2-202
3. TCA 49-2-203(10)(A)(i)
4. TCA 49-2-205
5. TCA 49-5-512(5)(6)
6. TCA 49-6-2007

Cross References:

1. 0024 Board Committees
2. 0025 Constituent Services
3. 0027 Board Governance -
Business Systems Review